



Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Lourdes A. Leon Guerrero
Governor
Joshua F. Tenorio
Lieutenant Governor

Edward M. Birn
Director
Edith C. Pangelinan
Deputy Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
CUSTOMS and QUARANTINE (TRAINEE)

Announcement Number: DOA66-19

Open: JUNE 12, 2019

Close: CONTINUOUS

Pay Grade:

OPEN: FL04 -01; \$24,689.00 P/A - FL04 -10; \$37,034.20 P/A
PROMOTION: FL04 - 01; \$24,689.00 P/A - FL04 - 20; \$52,241.00 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement plan, health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.doa.guam.gov.

Who Can Apply

Open to government of Guam Employees and the public.

Qualification Requirements

Graduation from high school or attainment of a general equivalency diploma (GED).

Necessary Special Qualifications

Must possess a valid Guam driver's license.

May be required to possess a valid Guam firearms identification card [Government of Guam law enforcement officer are exempted from providing proof, 10 GCA§6.0101(a)];

In addition to meeting the NSQs above, the following requirements must be verified upon job offer, pursuant to Public Law 29-12:

Must be a U.S. citizen or a resident who is legally authorized to work within the United States and its territories; Must be at least (18) year of age; Must be fingerprinted; local and national fingerprint files shall be searched to determine if the applicant has a criminal record; Must not have been convicted in any civilian or military court of a felony, a crime involving moral turpitude, a crime of domestic or family violence, regardless of whether he has been pardoned or commuted by / Maga'haga Guahan regarding such conviction; Must have a good moral character as determined by a background investigation; the hiring agency **shall** complete a background investigation defined by the POST Commission of any applicant for employment as a peace officer before the applicant may be employed **or** begin training as a peace officer; Must be free of any physical, emotional or mental conditions which might adversely affect his performance of duty as a peace officer; physical condition **shall** be evaluated by a person licensed to practice medicine; emotional and mental conditions **shall** be evaluated by a licensed psychologist or psychiatrist; and Must pass an oral interview and written examination by the hiring agency.

Nature of work

This is a trainee level position involving attending and satisfactorily completing a Guam Peace Officer Standards and Training (POST) Commission approved law enforcement program as well as on-the-job training involving clearly defined and routine law enforcement work. Employees in the class undergo classroom lectures, physical agility training and are monitored and evaluated academically through quiz and examination scores. In addition, employees in this class undergo extensive on-the-job training in law enforcement work. On-the-job training work is performed under the immediate supervisor of a Senior Field Training Officer and closely reviewed for compliance with established policies and procedures. On-the-job training work performance is evaluated using on-the scene observations, frequent inspections, examinations, discussion and submission of reports.

Illustrative Examples of Work

Attends the Guam Peace Officer Standards and Training (POST) Commission approved law enforcement training program that would lead to POST Certification. Performs the following on-the-job training duties. Assists Senior Officers in patrolling and monitoring of the Customs Borders and Sterile Areas and partakes in the seizures of any controlled substances imported into Guam. Assist Senior Officers in making seizures of any forgeries or counterfeit good imported into Guam. Assist Senior Officers in inspecting examining and monitoring all arriving aircraft and vessels to ensure all applicable entry requirements into Guam to include galleys, lavatories, cargo holds, accessible compartment area are fulfilled and maintained. Assist Senior Officers in monitoring foreign garbage ensuring proper storage, transfer and disposal. Assists Senior Officers with physical searches of passengers to include pat-down searches, and inspecting passenger's baggage. Assists Senior Officers with investigations of criminal offenses in violation of Customs laws and regulations including the preparation of written preliminary reports in relation to any seizures or arrest. Performs related work assigned to Customs and Quarantine duties and responsibilities.

Knowledge, Abilities & Skills

Ability to learn and adapt to regimented law enforcement academy training. Ability to observe, assimilate and recall facts and details. Ability to maintain effective audio-visual discrimination and perception (i.e. make observations, distinguish objects at night, recognize and distinguish sounds). Ability to learn, interpret and enforce applicable local and federal law, enforcement laws, rules, regulations, policies and procedures to appropriately guide and/or execute arrests in the protection of life and property. Ability to understand and follow oral and written instructions. Ability to act quickly and calmly in emergencies. Ability to communicate effectively, orally and in writing. Ability to testify in court. Ability to learn how to safely operate motor vehicles in emergency and pursuit situations. Ability to learn how to safely care for and use firearms; to operate emergency vehicles, and police communication and technological equipment such as speed radar detection, alcohol level detection devices, narcotics identification testing kits, and other investigative tools and/or equipment. Ability to learn and administer first aid. Ability to learn how to conduct investigations to obtain evidence and identify witnesses. Ability to exert physical force as required to perform the job (e.g. apprehend suspects).

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. **If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Testing Branch at 475-1120/1271.**

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

The Exam for the Customs and Quarantine (Trainee) position consists of two events: a Written Test and Physical Ability Test (PAT). Your Final Earned Rating will be based upon the qualification requirements and your examination results. The Written Test is worth 100% of your Final Earned Rating and the PAT is rated as a Pass/Fail. You must pass all parts in order to be eligible for this position. This means that you must pass the Written Test in order to go on to the Physical Ability Test (PAT), and you must pass the PAT in order to be eligible for any vacancies (in addition to satisfying the documentation requirements). *Please visit www.hr.doa.guam.gov to view and download the Study Guide. Applicants will be notified of the exam date, time and location by mail or by phone.

Physical Fitness Qualification Test (PFQT)

For informational purposes, Each agency employing Category 1 and Category 2 peace officers shall be responsible for the administration of the Physical Fitness Qualification Test (PFQT) shall meet a uniform minimum physical fitness standard in order to obtain and maintain their certificates from the P.O.S.T Commission.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1120/1271. In addition, job announcements and job application forms are accessible through the Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or you can email to doajobs@doa.guam.gov for additional information.



For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION